

SUPERVISING PROGRAM TECHNICIAN I

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: October 14 – 17, 2003

Collective Bargaining Identification: S04

Job Analysis Conducted By: Carol MacMillan, Personnel Examining Analyst,
Personnel Examining Section

Number of Incumbents: There are 4 incumbents in this classification
per Department of Corrections Filled/Vacant
Position Report dated August 31, 2003.

Names of the Subject Matter Expert(s) and their background:

Alice Hammitt, Supervising Program Technician III, ID Warrants

Alice has worked in the Department of Corrections for more than five years and was recently promoted to Supervising Program Technician III in ID Warrants, where she has supervised three of the Department's four Supervising Program Technician I's for four months.

Rugina Garcia, Supervising Program Technician I, ID Warrants

Rugina has worked in the department for nine years and has been a Supervising Program Technician I for the last 13 months.

SUPERVISING PROGRAM TECHNICIAN I INFORMATION GATHERING

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- State of California Class Specifications
- State of South Dakota Class Specifications
- State of West Virginia Class Specifications
- Commonwealth of Kentucky Class Specifications
- State of Vermont Class Specifications
- CDC Duties Statement from ID Warrants

Other sources were viewed for information (e.g. The Ralph C. Dills Act); however, the information was not relevant to the job analysis and therefore not included.